

United States Postal Service

External Publication for Job Posting 80875549

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Marketing

Job Posting Period

10/09/2014 - 10/17/2014

This job has an exam requirement. Examining capacity has been reached for this posting. Applicants with an eligible exam score will be considered. Applicants without an exam score cannot be considered. If you apply without an exam score, you may be invited to take the exam later if job opportunities remain unfilled. Exam invitations are sent by email; watch your email and spam filters. Veterans are encouraged to apply and will receive preference in examining in accordance with Veteran Preference laws and regulations.

Job Title

PSE STAMP FULFILLMENT SERVICES CLK

Facility Location

STAMP FULFILLMENT SERVICES
8300 NE UNDERGROUND DR
KANSAS CITY, MO 64144-9998

CONTACT INFORMATION: Patsy Kelly 816-545-1270, patsy.l.kelly@usps.gov

Position Information

TITLE: PSE STAMP FULFILLMENT SERVICES CLK

FLSA DESIGNATION: Non-Exempt

OCCUPATION CODE: 2395-0039

NON-SCHEDULED DAYS: VARIES

HOURS: VARIES

PSEs hold temporary appointments for periods not-to-exceed 360 days. Subsequent appointments after a 5 day break in service may be offered but are not guaranteed and should not be expected because the use of PSEs is discretionary and subject to business needs.

PSEs can be scheduled any hours and the position is intended to be very flexible, including weekends and holidays as needed. PSEs must be available to work when needed.

SALARY RANGE: \$15.26 per hour paid bi-weekly

FINANCE NUMBER: 282473

BENEFIT INFORMATION: This is a non-career position, which may lead to a career position depending on organizational needs. Limited benefits include paid time off at the rate of 1 hour for every 20 paid hours, and contractual pay raises. After one year of service, PSEs may be eligible for health insurance under the Federal Employees Health Benefits Program with a Postal Service premium contribution, dental and vision insurance through the Federal Employees Dental and Vision

Insurance Program, and long term care insurance through the Federal Long Term Care Insurance Program.

Persons Eligible to Apply

Veterans who are entitled to veterans preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

All applicants must apply on line at www.usps.com/employment. Paper or Emailed Applications for Employment will not be accepted in person or by email. You must have a valid email address to apply for this position. Communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email.

NOTE: We will communicate with you by email concerning your application, so it is very important that you are able to receive our messages. Please add the following email domain addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

@usps.gov @panpowered.com @geninfo.com

EXAM REQUIRED: If you are invited to take this test, instructions regarding the exam process will be sent via email once you successfully submit your online application. Please ensure you can receive messages from our test vendor and follow instructions carefully so you can be considered for this employment opportunity!

NOTICE TO CURRENT NON-CAREER POSTAL SERVICE EMPLOYEES - Current non-career Postal Service employees who wish to apply for this vacancy must go to usps.com/employment and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to usps.com/employment.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 10-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Performs fulfillment and manufacturing activities and functions that relate to the sale and distribution of stamps and stamp products to include but not limited to individual orders, subscriptions, and provides cancellation services for the USPS and customer products.

DUTIES AND RESPONSIBILITIES

1. Operates canceling, imprinting, affixing, over-wrapping, and inserting equipment.
2. Operates other machines in support of primary duties.
3. Cleans and makes minor adjustments to machines.
4. Opens mail containing checks and cash deposits for orders.
5. Controls mail order and prepares for processing.
6. Fills customer orders for stamps and stamp products which can be rapidly handled in assembly line fashion.
7. Tears, affixes and cancels stamps for stamp products or other cancellation services.
8. Assembles stamp orders against order process sheets ensuring stock is properly inventoried and documented for accountability.

9. Wraps and packs orders for mailing.
10. Maintains necessary file, records and reports related to stamps and/or stamp products and subscriptions.
11. Assists in identifying problems related to handling accountable stamps, stamped paper, and philatelic products; assists with inventory maintenance related to stamp stock, fills and verifies requisitions for these items.
12. Performs other job related tasks in support of primary duties which may include dispatch and routing activities associated with stamp products and its inventory.

SUPERVISION

Supervisor at Stamp Fulfillment Services

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. DOCUMENT DATE: February 22, 2014

FUNCTION:

Performs fulfillment and manufacturing activities and functions that relate to the sale and distribution of stamps and stamp products to include but not limited to individual orders, subscriptions, and provides cancellation services for the USPS and customer products.

DESCRIPTION OF WORK:

See the Standard Position Description for the Occupation Code given above.

REQUIREMENTS:

This section is composed of Knowledge, Skills, and Abilities (KSAs) which are required to satisfactorily perform the tasks of the position.

1. Ability to work without immediate supervision.
2. Safety in performance of duties common to the position.
3. Ability to perform basic arithmetic computations.
4. Ability to read and write.
5. Ability to operate office machines such as a computer, calculator, copier machine or any other office equipment as appropriate to the position.
6. Ability to personally resolve problems of a routine nature.
7. Ability to work with others.
8. Ability to proficiently handle stamps, stamped paper, and philatelic products for customized orders.

EXAMINATION REQUIREMENTS:

Applicants must successfully complete Postal Service Test 730.

PHYSICAL REQUIREMENTS:

Applicants must be able to perform the physical requirements of the position with or without reasonable accommodation.

ADDITIONAL PROVISIONS:

Applicants may be required to pass background investigations regarding their suitability for working with accountable paper.

Applicants may be required to have or obtain appropriate authorization for operating a forklift or similar industrial equipment.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.